Specific Training

Section D: Uploading Forms into the AKO My Forms portal

(NOTE: This task is different from that used for HRC-Indianapolis (formerly EREC) NCOER upload system)

- FOUO -

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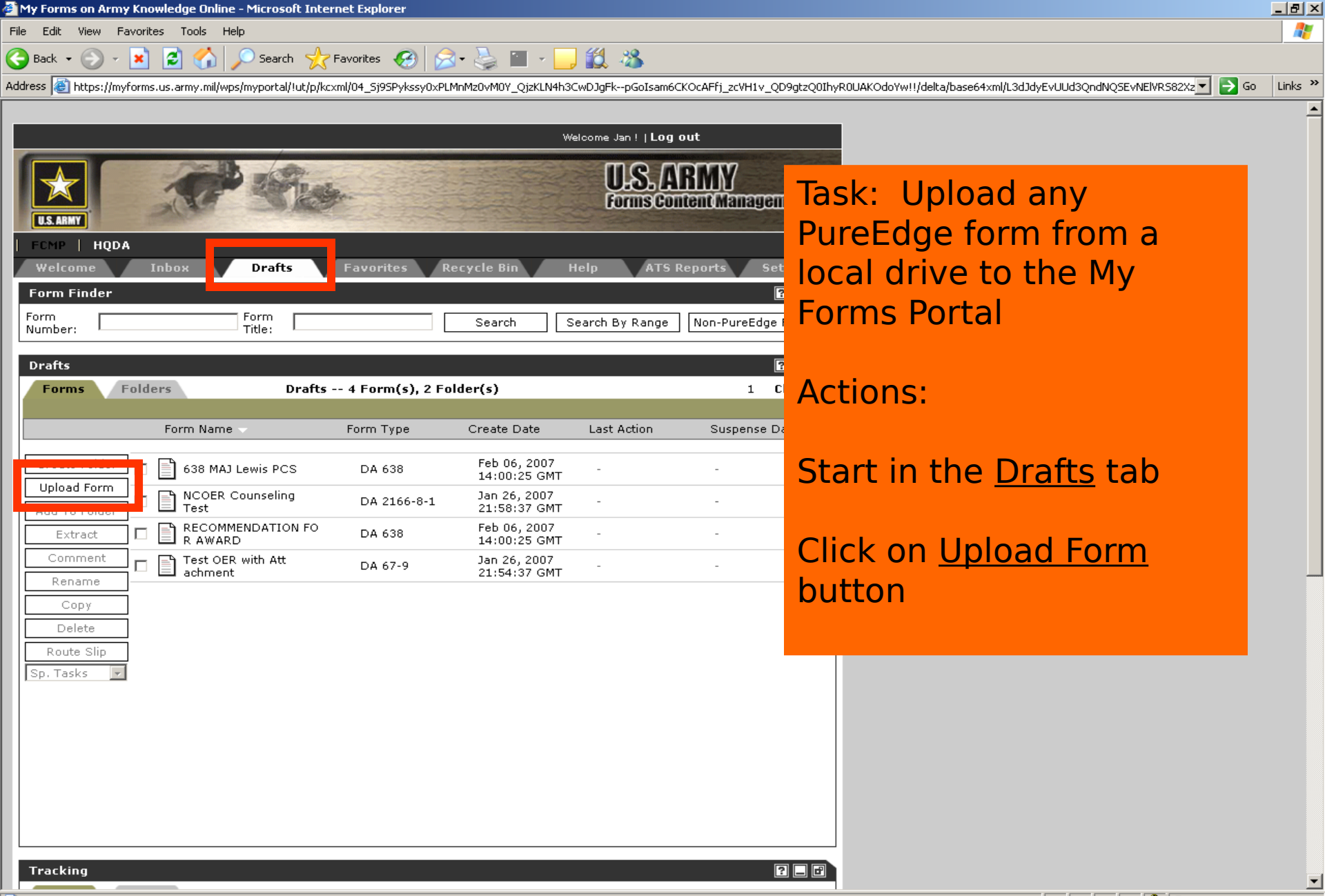

Task: Upload any PureEdge form from a local drive to the My Forms Portal

Actions:

Start in the Drafts tab

Click on Upload Form button

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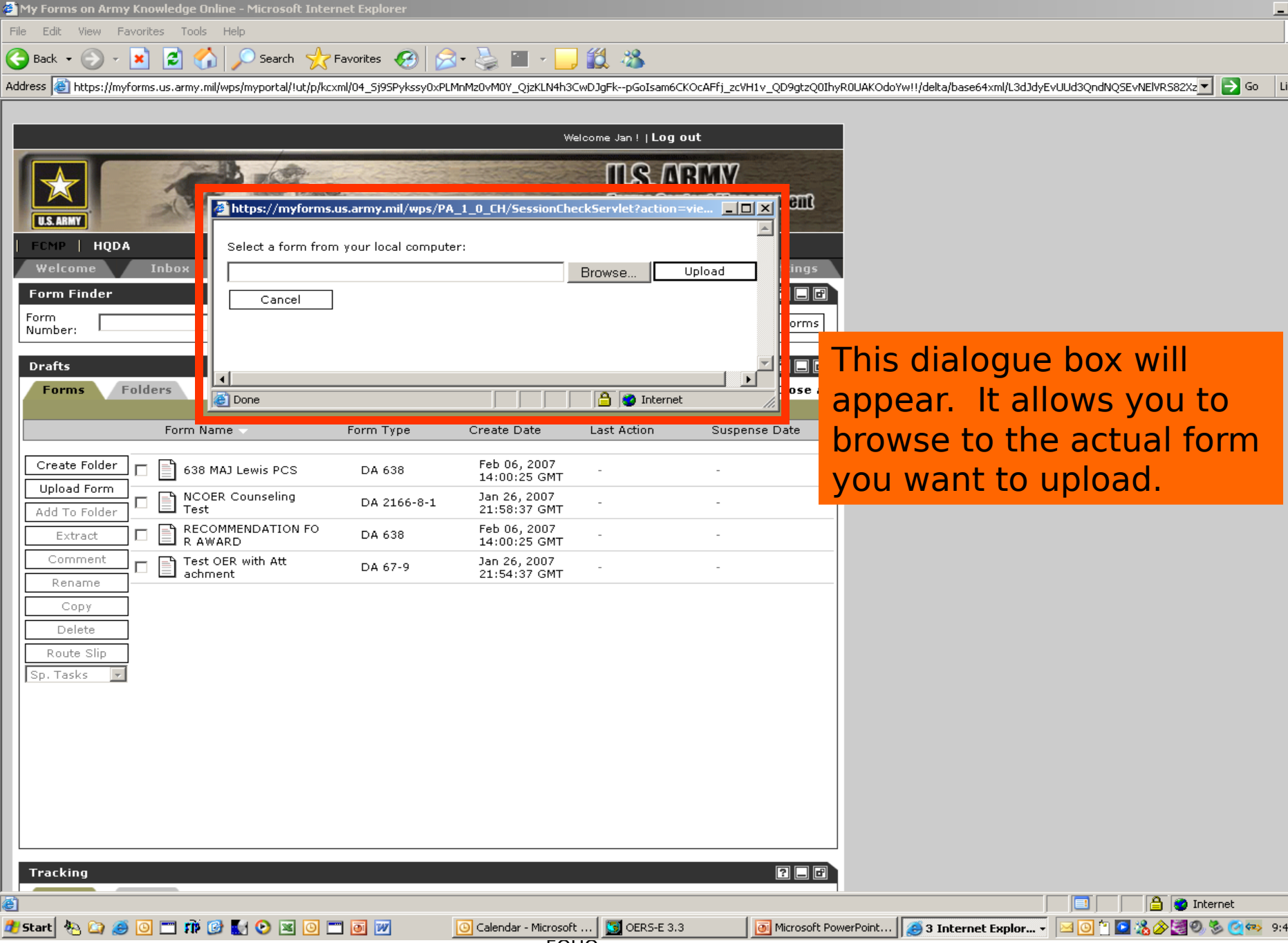

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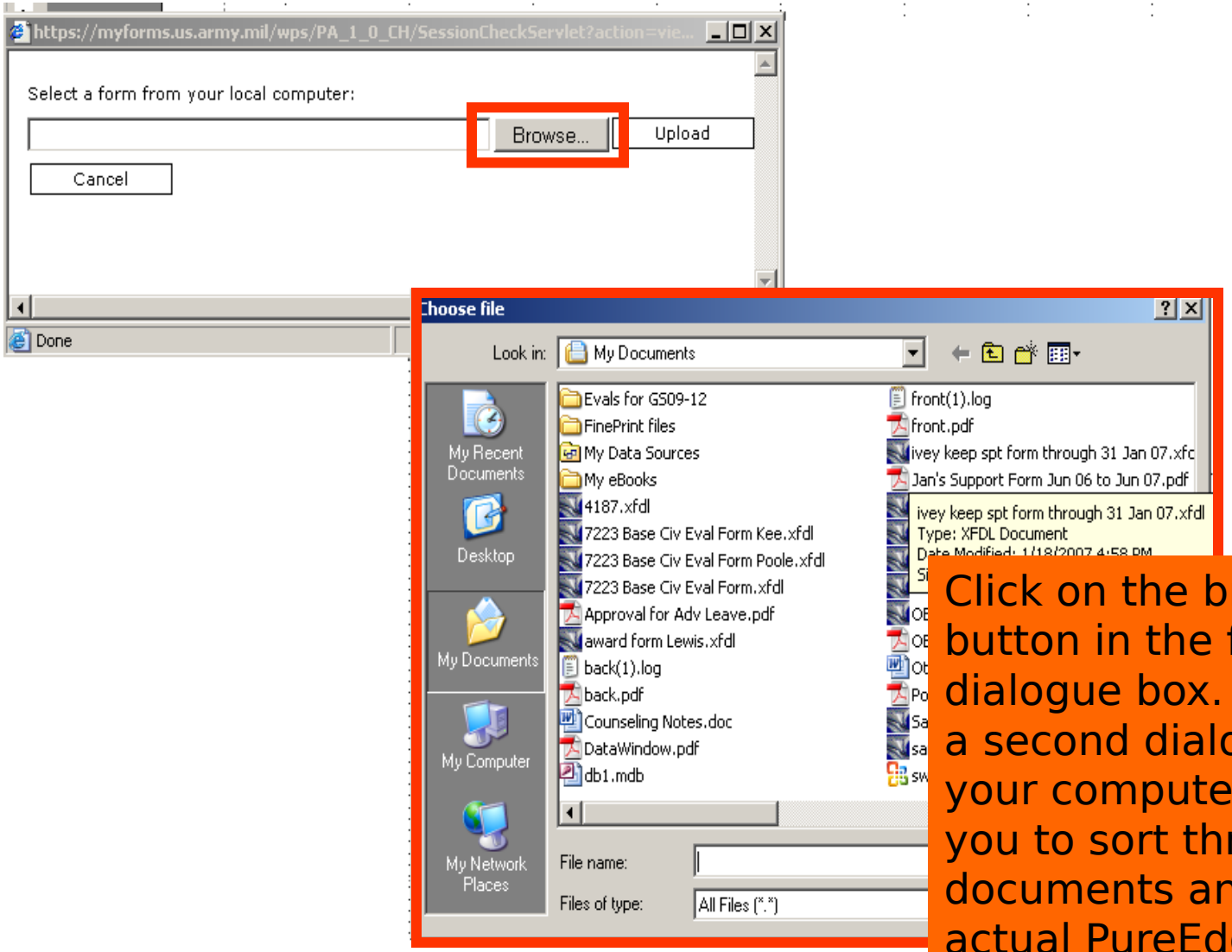

Click on the browse button in the first dialogue box. It opens up a second dialogue box to your computer and allows you to sort through documents and find the actual PureEdge form you want to upload.

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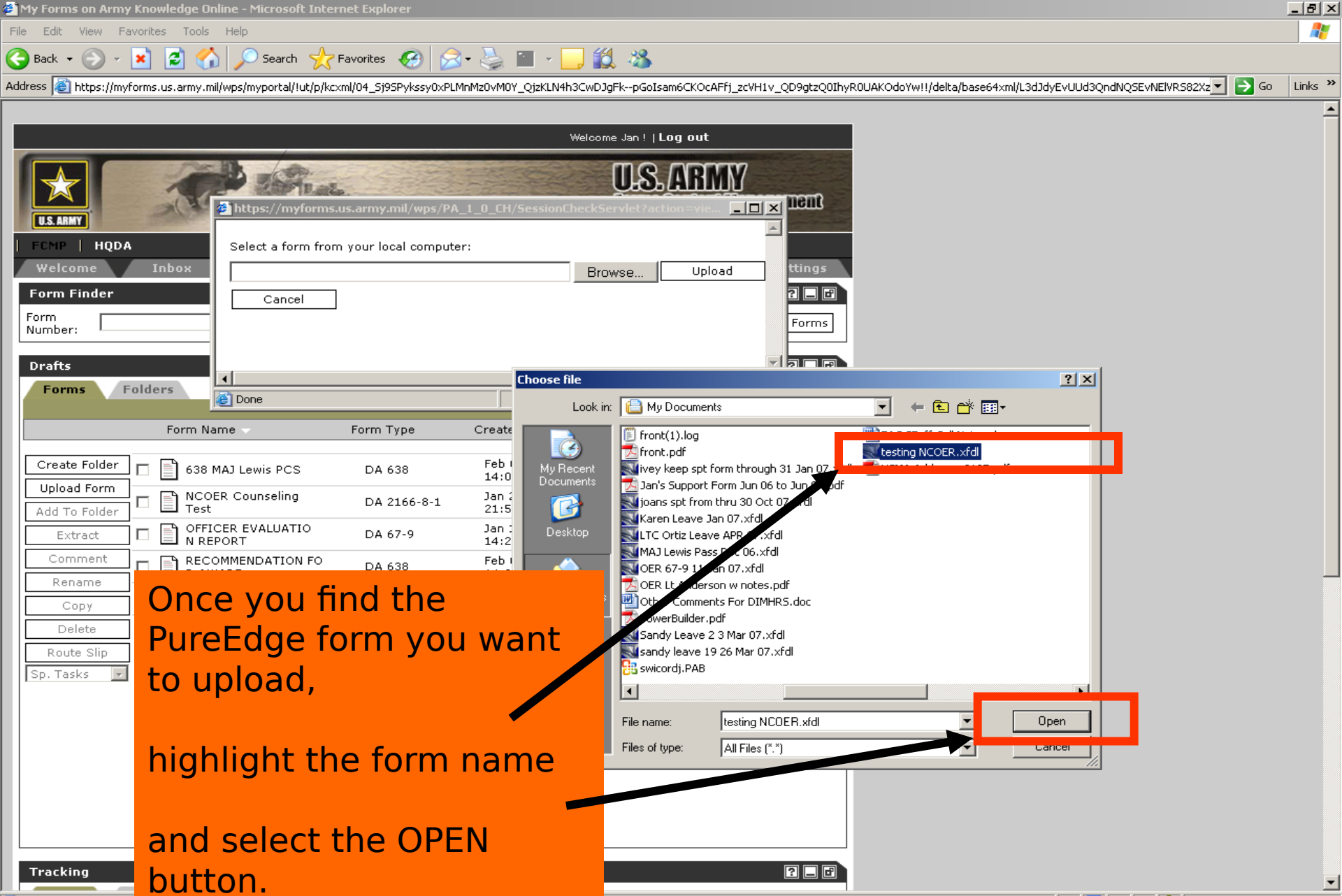
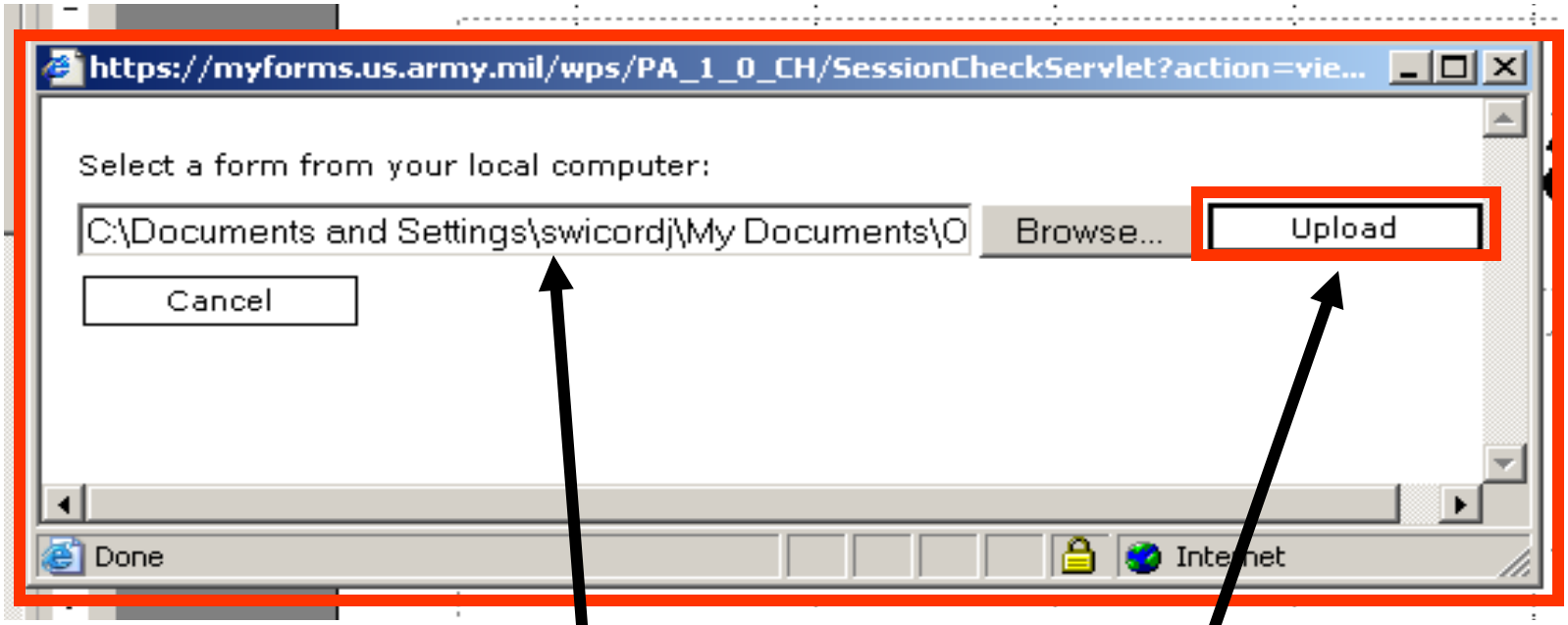


: ESO, tapcmse -

ps:https://www.hrc.army.mil/site/active/TAGD/MSD/msdweb.htm



The original dialogue box will now show the location and form you have selected to upload.

Select the UPLOAD button.

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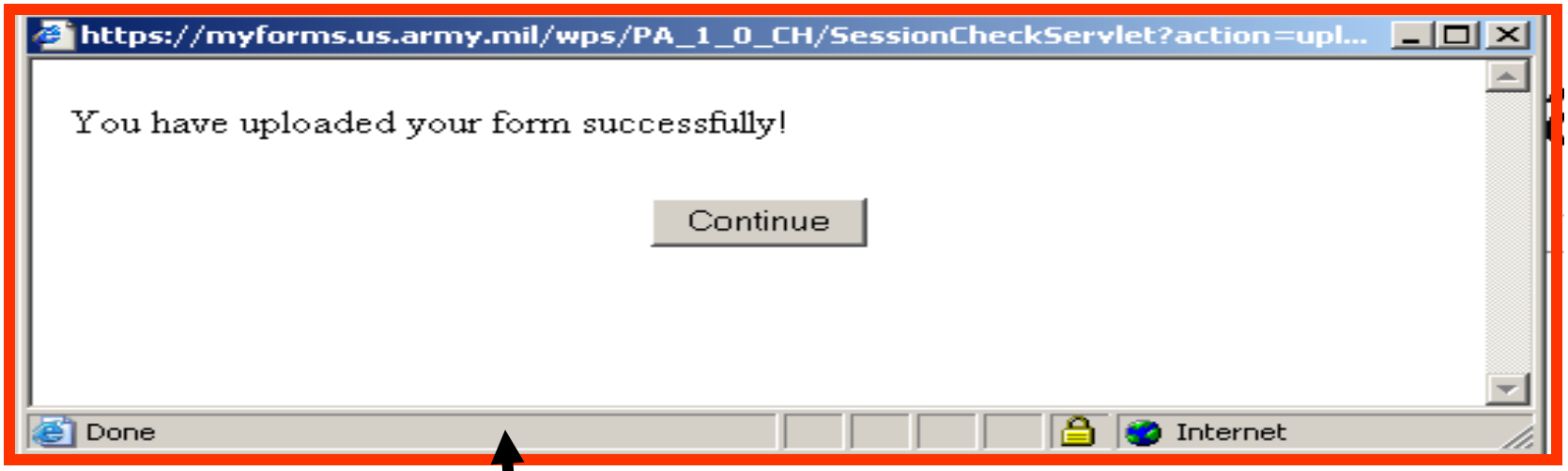
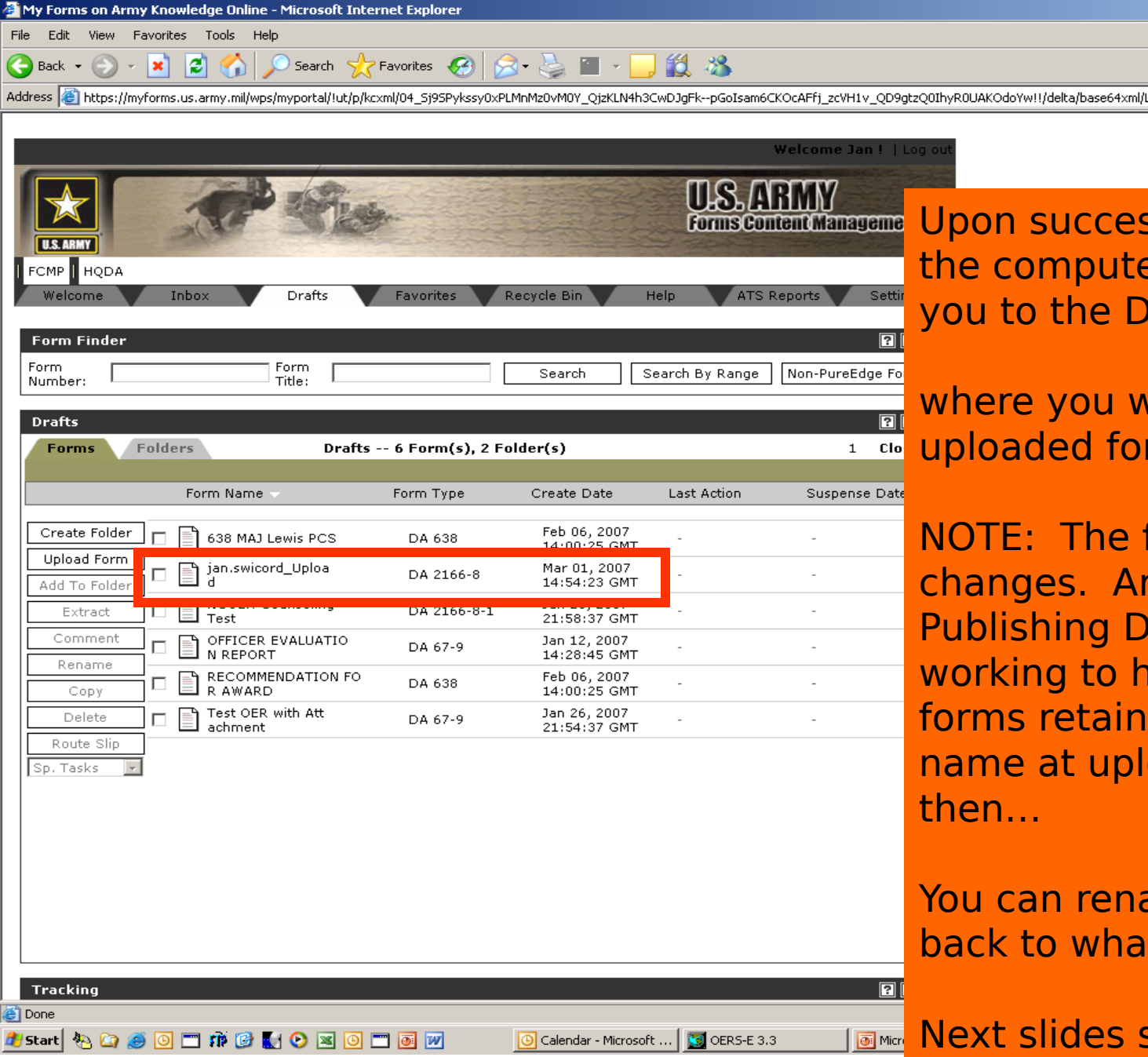


The next dialogue box to open will (should) tell you the form has uploaded successfully. If not, this dialogue box will tell you it has NOT uploaded successfully.

Select the CONTINUE button.


My Forms on Army Knowledge Online - Microsoft Internet Explorer
Welcome Jan ! | Log out
U.S. ARMY
Forms Content Manageme
FCMP | HQDA
Welcome | Inbox | Drafts | Favorites | Recycle Bin | Help | ATS Reports
Form Finder
Form Number:
Form Title:
Search
Search By Range
Drafts
Forms | Folders
Drafts -- 6 Form(s), 2 Folder(s)
Form Name | Form Type | Create Date | Last Action | Suspense Date
Create Folder
Upload Form
Add To Folder
Extract
Comment
Rename
Copy
Delete
Route Slip
Sp. Tasks
638 MAJ Lewis PCS | DA 638 | Feb 06, 2007
jan.swicord_Uploa d | DA 2166-8 | Mar 01, 2007 14:54:23 GMT
Test | DA 2166-8-1 | 21:58:37 GMT
OFFICER EVALUATIO N REPORT | DA 67-9 | Jan 12, 2007 14:28:45 GMT
RECOMMENDATION FO R AWARD | DA 638 | Feb 06, 2007 14:00:25 GMT
Test OER with Att achment | DA 67-9 | Jan 26, 2007 21:54:37 GMT
Tracking
Done
Start
Calendar - Microsoft ...
OERS-E 3.3
9:45 AM

Upon successful upload, the computer will return you to the DRAFT tab

where you will see your uploaded form.

NOTE: The form name changes. Army Publishing Directorate is working to have uploaded forms retain the original name at upload. Until then…

You can rename the form back to what it was.

Next slides show how to rename a form.

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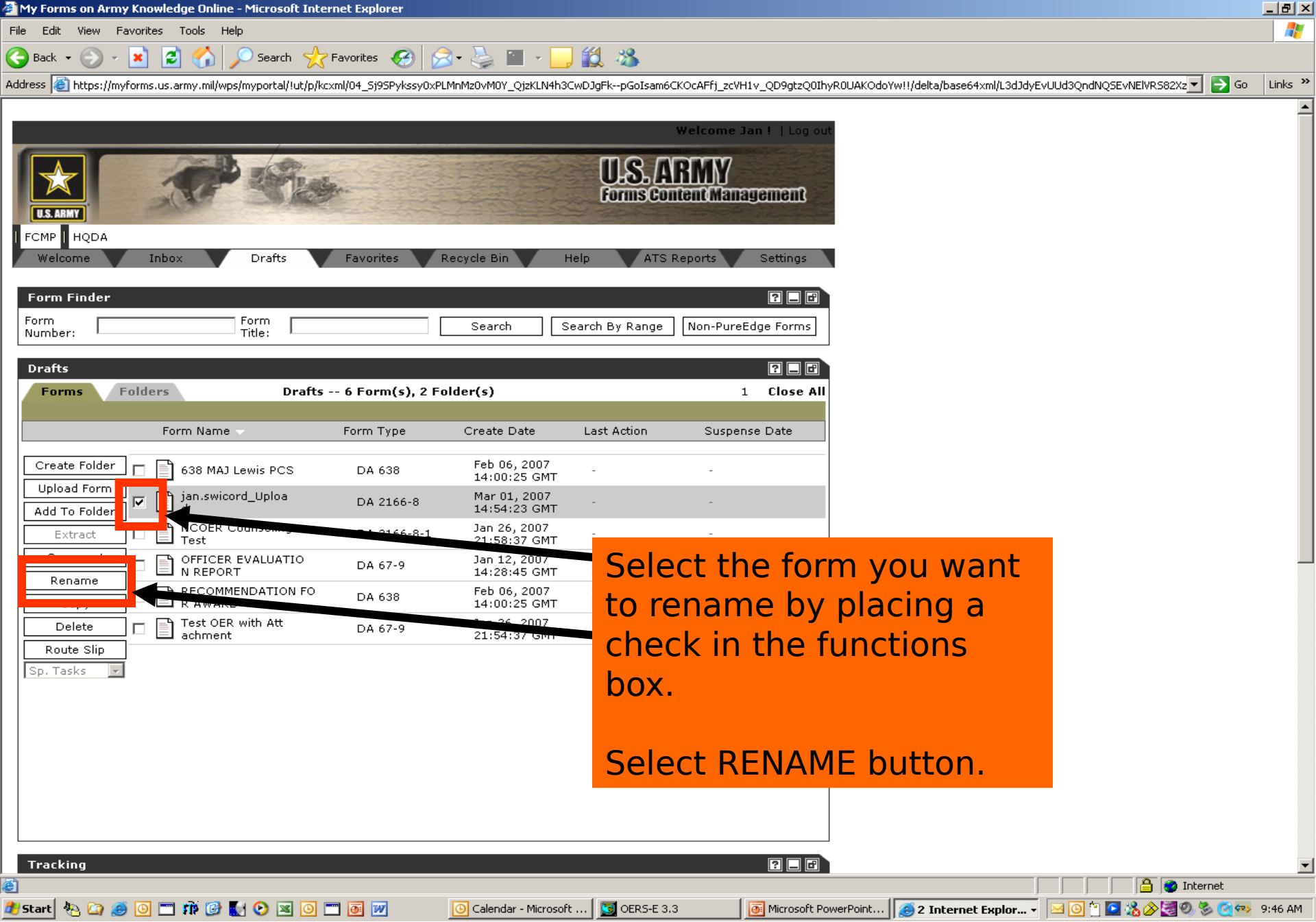
My Forms on Army Knowledge Online - Microsoft Internet Explorer
Welcome Jan ! | Log out
U.S. ARMY
Forms Content Management
FCMP | HQDA
Welcome | Inbox | Drafts | Favorites | Recycle Bin | Help | ATS Reports | Settings
Form Finder
Form Number:
Form Title:
Search
Search By Range
Non-PureEdge Forms
Drafts
Forms | Folders
Drafts -- 6 Form(s), 2 Folder(s)
Close All
Form Name | Form Type | Create Date | Last Action | Suspense Date
Create Folder
Upload Form
Add To Folder
Extract
Rename
Delete
Route Slip
Sp. Tasks
638 MAJ Lewis PCS | DA 638 | Feb 06, 2007 14:00:25 GMT
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Test | Jan 26, 2007 21:58:37 GMT
OFFICER EVALUATIO N REPORT | DA 67-9 | Jan 12, 2007 14:28:45 GMT
DA 638 | Feb 06, 2007 14:00:25 GMT
Test OER with Att achment | DA 67-9
Tracking
Select the form you want to rename by placing a check in the functions box.
Select RENAME button.

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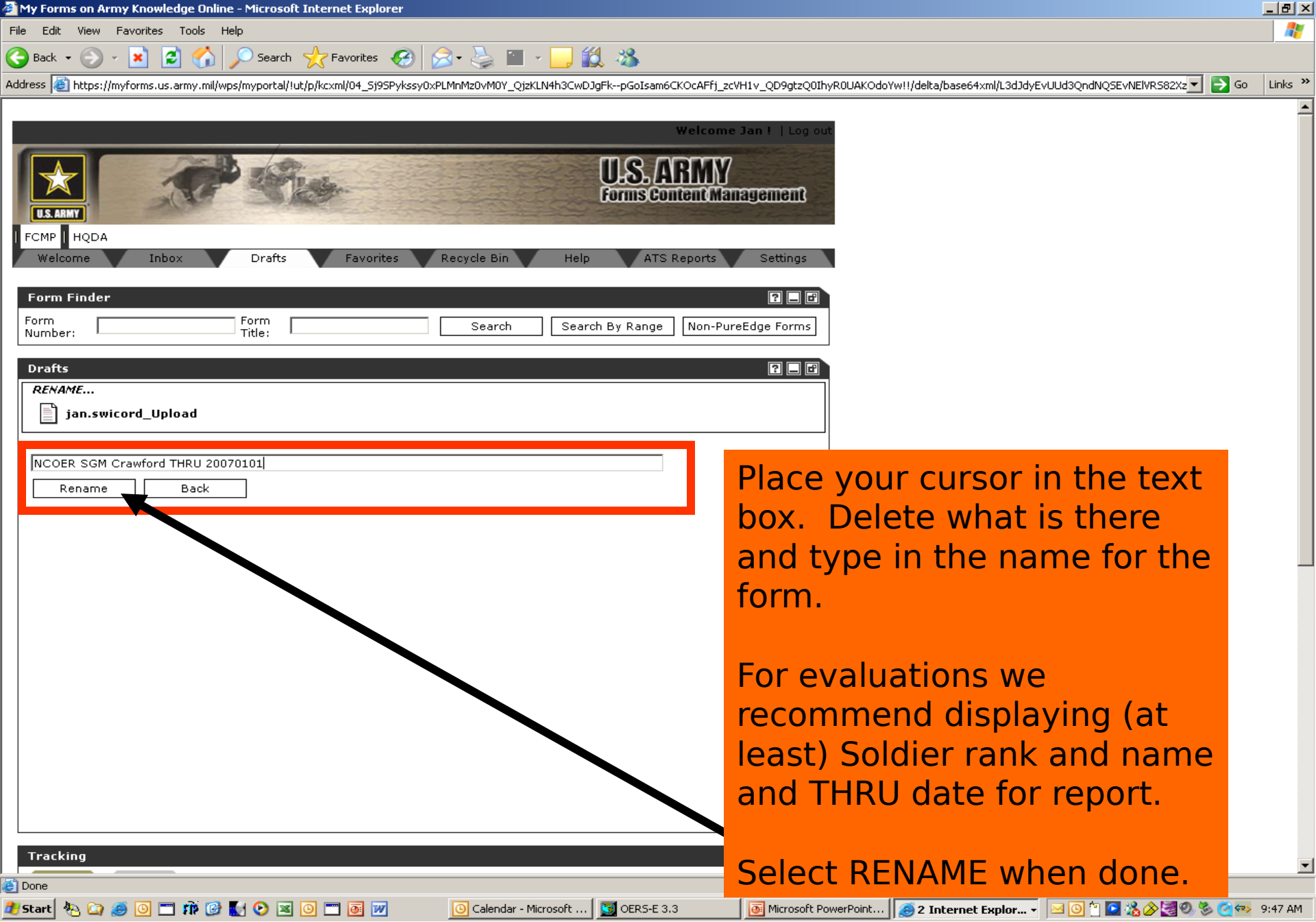

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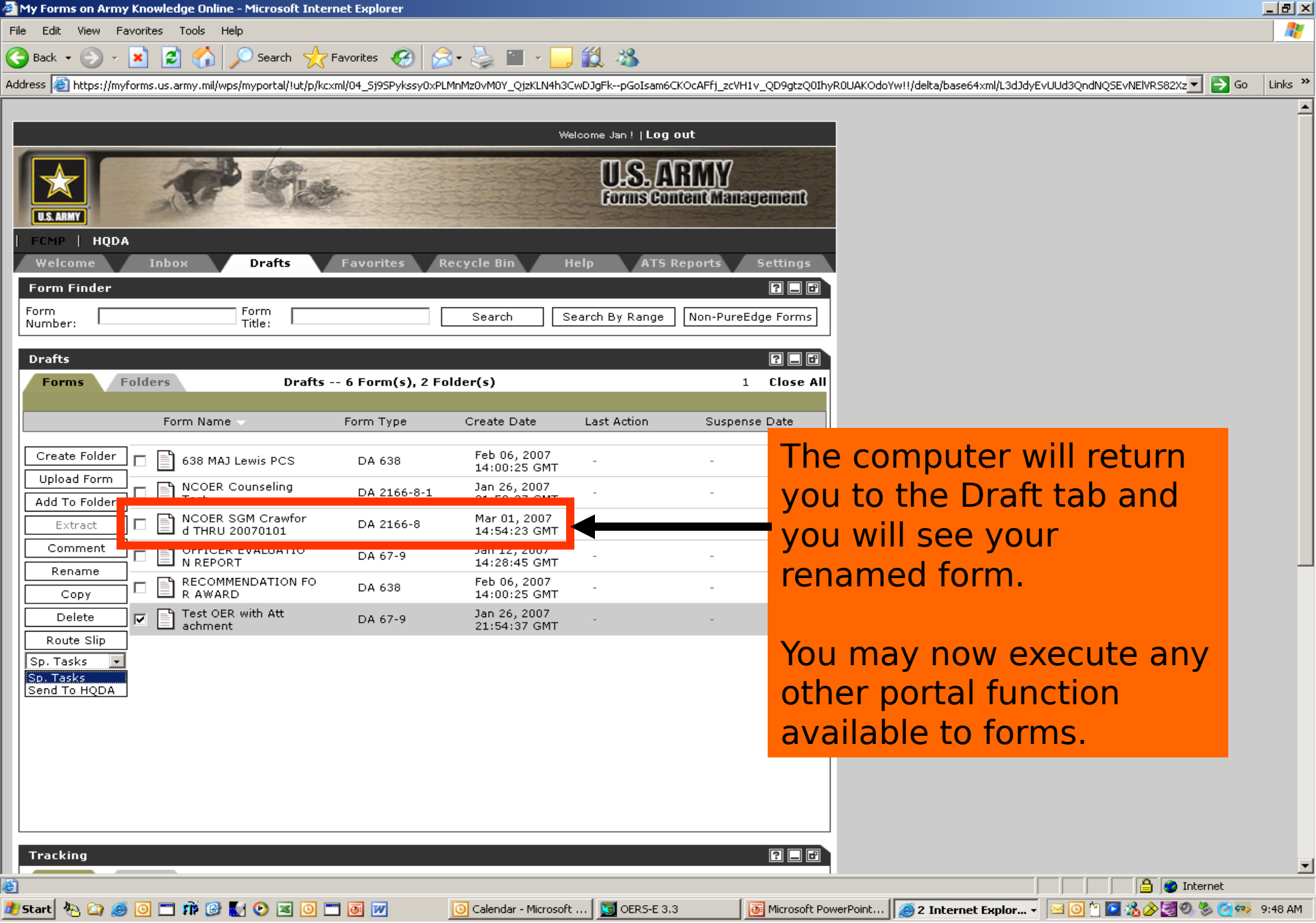

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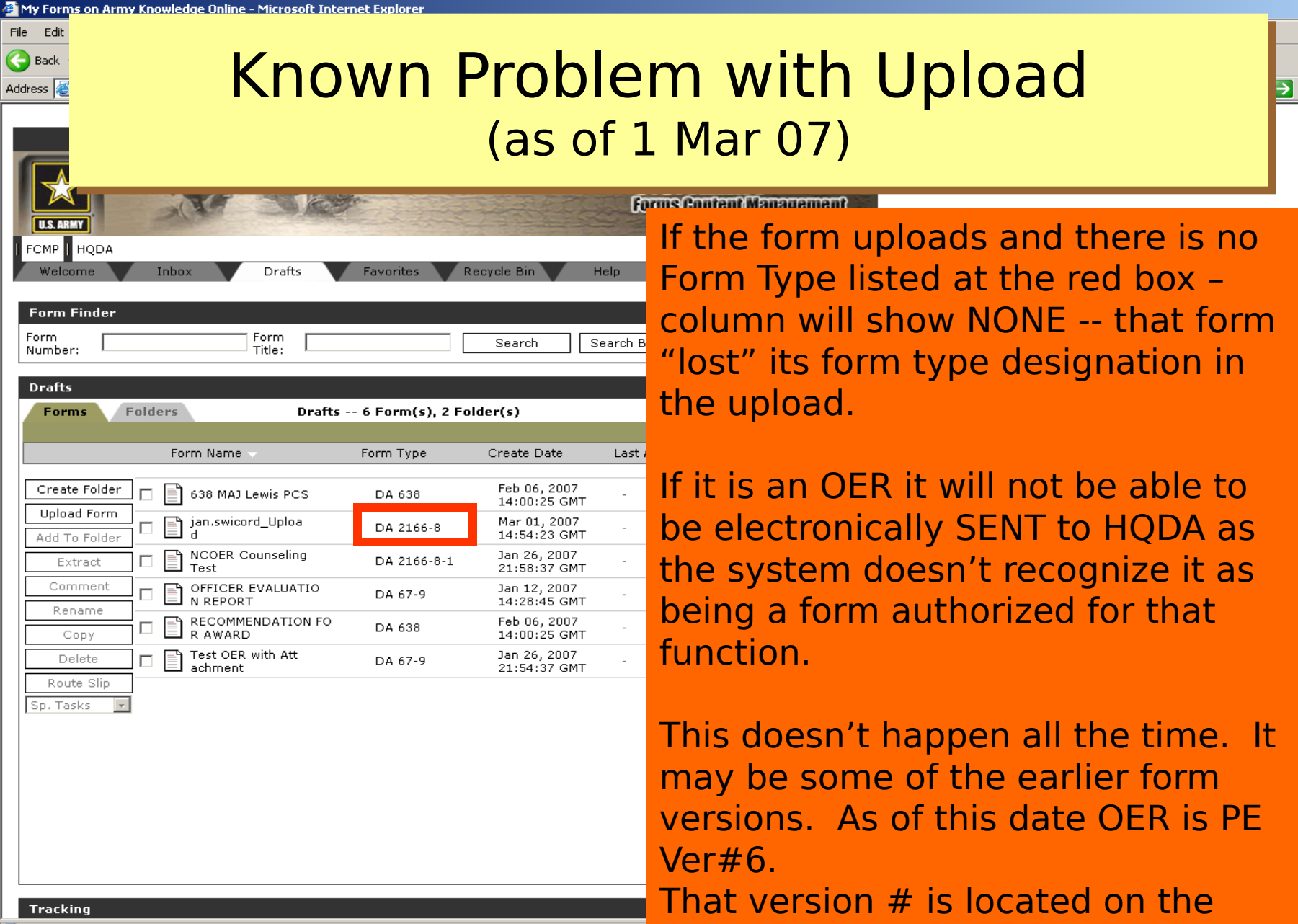
Known Problem with Upload
(as of 1 Mar 07)



If the form uploads and there is no Form Type listed at the red box – column will show NONE -- that form "lost" its form type designation in the upload.

If it is an OER it will not be able to be electronically SENT to HQDA as the system doesn't recognize it as being a form authorized for that function.

This doesn't happen all the time. It may be some of the earlier form versions. As of this date OER is PE Ver#6.
That version # is located on the bottom right hand corner of each form.

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